

# Academic Office Professionals Meeting Minutes

April 10, 2007

9:30 p.m., Olin Rice 205

**Attendees:** Mary Claire Schultz, Patty Pfalz, Herta Pitman, Toni Schrantz, Barb Jeffers, Kay Crawford, Ann Esson, Jeanne Arntzen, Kathy Scott, Theresa Klauer, Jeanette Hughes, Mary Lou Byrne, Roxie Fisher, Jane Kollasch, Ann Warren, Gloria Ahlers-Uecker

The group went over problems and solutions to their jobs:

<u>Problems</u>	<u>Solutions</u>
Timecards – expected to sign any time	Benefit – can be signed anywhere/any time
Not salaried but have to work from home and on vacation	Start billing for overtime
Searches	Have a central place where all the files could initially be mailed to and processed along with initial letters sent out.
Admissions Update	Do after graduation
New things	Do during slow times – perhaps January, last two weeks of May or end of August
Training	The group as a whole should be approached for training times
Job descriptions and compensation	A subcommittee (Patty Pfalz, Roxie Fisher and Theresa Klauer ) will work on a list of concerns and then represent the AOP group in a meeting with Nels Erickson perhaps with Dept. Chairs in attendance to give support.

Other notes:

- For deposits, when to use 99 instead of 11 - From Theresa Klauer's emailed dated 4/16/07: If the money you are depositing comes from revenue, use program # 99 (which is probably only Theater & Dance and Music). If you are depositing money from expenses, then you would use your regular program # (for me it would be 11).
- If you are part of a committee, report on news from the committee to the AOP group. Email what group you are a part of to Patty Pfalz
- Kathy Scott told her experience of forwarding an email to her list serves. From this experience, she learned that department coordinators need to be very careful and selective in what emails they forward to their list serves.
- Regarding AOP meetings for next year, should we meet once or twice a year? We could have one time set aside for regular meetings and another set aside for a particular topic or training.
- Mary Lou Bryne invited everyone to her retirement party on May 2. She has been at Macalester for 24 years.
- Toni announced that there will be a new phone system installed soon. Department coordinators will get first crack at the new phones. There may be a training session in October.
- Online check requisitions may take effect soon and there will be training in the summer.

The next meeting will be on Tuesday, May 15, at 9:30 a.m. in Olin Rice 205.